

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Clinical Pharmacist</b>
<b>Working Hours:</b>	<b>30 - 37.5 per week</b>
<b>Reports to:</b>	<b>Prescribing Lead Partner</b>

### JOB SUMMARY

**The successful candidate will be based at Chapel Row Surgery, The Avenue, Bucklebury, Berks, RG7 6NS but will be employed by the West Reading Villages Primary Care Network.**

Responsible for supporting the Partners in implementing effective medicine management within the practice, identifying areas for improvement and initiating and managing change.

Chapel Row Surgery is a semi-rural Dispensing Practice in West Berkshire. The population is about 8000 patients of whom we dispense to 95%. We operate from modern purpose built premises and are keen to enhance our primary care team. We are a member of the West Reading Villages PCN.

### RESPONSIBILITIES

#### Staff management

- Be responsible for training the prescribing team.
- Provide support and leadership to the dispensing team.

#### Patient / clinical services

- Provide medication review services to patients via clinics in the practice, domiciliary visits and in residential and nursing homes and to deliver pharmaceutical care plans that maximise cost-effective prescribing and improve the quality of patient care.
- Provide long term condition management services to patients via clinics in the practice, domiciliary visits and in residential and nursing homes, in line with 'care and support planning' principles and promotion of patient self care.
- Work as part of a Multidisciplinary Team in a patient facing role.
- Provide structured education in a group setting for patients with certain chronic diseases.
- Assist the Partners with the appropriate monitoring and management of their prescribing budgets and the Clinical Commissioning Group Prescribing Quality Scheme.
- Provide Structured Medicine Reviews for patients.
- Help plan, develop and support the introduction of new working processes within the practice to optimise the quality of prescribing.

- Assisting the practices in attaining maximum points with the Clinical Commissioning Group Prescribing Quality Scheme each year. This may include work such as clinical audits, polypharmacy reviews and medicines optimisation including various computer software e.g. Pincer, Eclipse, EMIS – Clinical Patient Records System.
- Supporting the practices in fulfilling the annual requirements of the Dispensing Services Quality Scheme. This might include for example clinical audits, writing new Standard Operating Procedures & carrying out Staff Annual Appraisals.
- Deal with medication queries from patients and Dispensers, including acute medication requests from community health care providers, secondary care outpatient prescription requests and reauthorisation of repeat medications.
- Action medication changes received from secondary care on Docman and process Doctor recommended drug amendments in partnership with the GPs.
- Provide support to the Chapel Row Dispensary staff.
- Develop relationships and work closely with the other West Reading Villages PCN pharmacists and wider health & social care systems.
- Manage daily prescription requests & queries.
- Any other tasks as reasonably requested by the Practice Manager or Partnership.

### **Responsibility for administration**

- To provide regular support and feedback to practice on prescribing action plans.
- To produce quarterly reports on practice progress to the lead GP for medicines management
- To update and maintain accurate patient medication records on the practice's clinical computer systems, including advice given and action taken.
- To advise the primary health care team on the safe and secure handling of controlled drugs and other medicines, ensuring compliance with medicines legislation.

### **Communication**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential

- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### Health & safety:

The post-holder will implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines.
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines.
- Correct use of Personal Protective Equipment (PPE).
- Use and monitoring of the correct use of Standard Operating Procedures for cleaning and infection control.
- Responsible for correct hand hygiene of self and others.
- Ownership of infection control and clinically based patient care protocols and implementation of those protocols within the team.
- Active observation of current working practices across the team in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand-cleansing facilities, wipes etc. are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures, including training, use, storage and disposal.
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management.
- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers.
- Undertaking periodic infection control training (minimum twice annually).
- Routine management of own team / team areas, and maintenance of work space standards.
- Waste management, including collection, handling, segregation, container management, storage and collection.
- Spillage control procedures, management and training.
- Decontamination control procedures, management and training, and equipment maintenance.
- Maintenance of sterile environments.

- Correct cleaning of equipment used for near patient testing, such as blood glucose monitoring equipment and smokelysers, using the manufacturer's instructions as appropriate.
- Demonstrate due regard for safeguarding and promoting the welfare of children.

**Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, with such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

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**Contribution to the Implementation of Services:**

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.
- Sign and adhere to the standard staff contract.
- Participate in annual appraisal and retain revalidation as required by NHS Statutes & Registrations.

**Salary**

The starting salary will be £44,350 gross and will be reviewed annually.

The successful candidate will benefit from becoming a member of the NHS Pension Scheme. All professional expenses such as Royal Pharmaceutical Society will be reimbursed. Full professional indemnity is covered by the NHS for work at Chapel Row Surgery only.

22 June 2020